



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: Title I, 06-19, Reporting Center Reports, Civilian Employment (SF-113A) Report and Civilian Employment (SF-113G) Report Modified for Office of Personnel Management (OPM)

Date: October 20, 2006

To: Holders of the Payroll/Personnel Manual

When agencies submit SF-113A and G reports to the Office of Personnel Management (OPM), these reports must be in a specific Excel spreadsheet format. Although the Reporting Center currently offers Excel spreadsheets as an output option, modifications are being made to the Reporting Center to conform to OPM guidelines for the 113A and G reports. These changes will be effective October 25, 2006.

The Reporting Center procedure, which is available online at the NFC Web site, is being updated to include the information in this bulletin. To view and/or print this procedure, go to the NFC Home Page (www.nfc.usda.gov) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click *List by Title/Chapter* then search for Title I, Chapter 29, Reporting Center on the list provided.

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about the Reporting Center to the Payroll/Personnel Call Center at **504-255-5230**.

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